

# BANNER SUB-PERMIT APPLICATION

## Guidelines:

- A Banner Sub-Permit is required for all Outdoor Events that will have any Banners at the Outdoor Event.
- Due to the Office of Special Events no less than 30 days before the Outdoor Event.
- There is not a permit fee associated with this permit.
- Where the Banner is to be attached to a light pole or other such pole or object erected in any City street, sidewalk, or other City right-of-way, regardless of the owner of the light pole or other object, you must apply for and obtain a permit from the Commissioner of Public Works. For more information, contact 404-330-6240.

Today's Date:

Event Name:

Event Date:

Event Location:

Event Set-Up Time:

Event Start Time:

Event Finish Time:

Event Breakdown Start & Finish Times:

---

Applicant Name:

Applicant Address:

City:  State:  Zip Code:

Telephone:  Cell Phone:

Email Address:

## BANNER DETAILS

Please include site map that details banner locations

Number of banners:

Size of banner(s):  Note: Maximum size is 200 square feet or 20x10

Is banner attached to something, or is it free standing?

How are banners secured?

# BANNER SUB-PERMIT APPLICATION

**Note:** Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or park feature on Park property is strictly prohibited.

**When will banner be installed?**

**Note:** All banners must be removed by the end of the event. Violators may be subject to fines.

## **FLAME RETARDANCY GUIDELINES**

Banners must be made of materials that meet the National Fire Protection Association 701 standards.

**Are you seeking the Sub-Permit along with the issuance of the Outdoor Event Permit or at the time of set-up of the Outdoor Event?**

☐ **With Outdoor Event Permit**

- Attach Certificate of Flammability from the Banner's fabric manufacturer stating that the material meets the standards
- Or, Banner material can be attached to application for testing by the Atlanta Fire Rescue Department
- Applicant can take a sample of the Banner material to the Fire Rescue Department for testing. AFRD is located at 675 Ponce de Leon Ave, Suite 2001, Atlanta, GA 30308. For more information, contact 404- 853-7070.

☐ **At time of set-up of event**

Set-up Contact Name:  Cell Number:

**Note:** At any Outdoor Event, the Fire Rescue Department shall have the authority to require that a Banner be taken down upon a finding that the Banner does not meet the National Fire Protection Association 701 standards.